

DATE: June 23, 2008

TO: Bureau/Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Delivery Engineers

FROM: Larry Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2008-13
Procedures for Special Placement in the Engineering Technician
Work Element Program

Below are the steps to follow to place an outside applicant at the appropriate level within the Engineering Technician (ET) classification (9, E10 or 11 level), based on a review of a candidate's existing experience and capabilities. **Please note: This procedure must be administered and approved, according to the following action sequence, before the candidate is hired.**

Below are the steps to follow:

1. Upon completion of the interview process, the bureau/region office manager submits the recommendation memo, along with candidate's application to the Office of Human Resources (OHR) – Transportation Division to review and approve the selection process.
2. Upon approval from the Civil Service Commission and notification from OHR (to the office manager) that the recommended candidate qualifies for a higher level, the hiring manager informs the candidate that they may qualify for a higher level. The candidate will be given an opportunity to provide detailed information to support their prior work experience, or the candidate can waive their opportunity to provide the additional information. The candidate must complete and sign MDOT Form 0075, Special Placement in the Engineering Technician Work Element Program Waiver, to acknowledge they will be starting at the ET 8 level. The signed copy of Form 0075 must be submitted to OHR within the first week of the start date.
3. If the candidate is interested in providing the above information, the hiring manager will send a letter, a copy of the Work Element Plan and MDOT Form 0074, Engineering Technician Work Element Program Certification Form, to the recommended candidate. (A sample letter is attached.)

4. When the recommended candidate returns the completed forms, they are reviewed by a panel consisting of the hiring manager, delivery engineer and a senior level technician. The panel will review each Form 0074 to determine if the candidate has demonstrated the work experience to meet the element indicated on the form. The panel will sign Form 0074 indicating approval or non-approval, with comments as necessary. The panel may request additional information or a performance demonstration to verify that all requirements have been met. The demonstration, if required, should be limited to three hours and be administered at the sole discretion of the bureau/region engineer. In addition, a performance demonstration may be administered at any time during the employee's initial probationary period to verify the employee can satisfactorily perform the work elements that have been granted.
5. Using the work element descriptions (pages 15-32) in the Work Element Plan for Engineering Technicians, the panel determines which work elements will be granted to the candidate. The Work Element Plan for Engineering Technicians is available on the Web at http://www.michigan.gov/mdot/0,1607,7-151-9622_11044_11367---,00.html. These descriptions will assist the panel in determining if the candidate is eligible for the 9, E10 or 11 ET level.
6. Upon determination of the level the candidate qualifies for, the panel prepares a recommendation document for review and approval by the division administrator/TSC manager and the bureau/region engineer. If the candidate is recommended for the 11 level, the document should also address the candidate's self direction and leadership abilities. This information would have been gained during the interview process and through the work element information. In addition to the recommendation document, Form 0074, Engineering Technician Work Element Program Certification, and all materials used in the evaluation should be forwarded to the division administrator/TSC manager and the bureau/region engineer for their signature.
7. Upon approval by the division administrator/TSC manager and the bureau/region engineer, forward the signed recommendation document, the Engineering Technician Work Element Program Certification form, and all materials used in the evaluation to the Engineering Technician Work Element Coordinator at the Construction and Technology Division for final approval and filing. The hiring area will be given one opportunity to submit all necessary information to support the requested level.
8. Once the final level is determined, the Construction and Technology Division Administrator will sign the recommendation document. The Engineering Technician Work Element Coordinator will forward a copy of the signed recommendation document to the OHR staffing support analyst and the bureau/region office manager. A copy of the signed document will remain in the OHR selection folder.

If you have any questions regarding these procedures, please contact Brenda O'Brien, Engineer of Construction and Technology, at 517-322-1085, or Nye Sanford, Engineering Technician Work Element Coordinator, at 517-322-5657.

Chief Operations Officer

Engineer of Delivery

Attachments

BOHD:C/T:BJO:kar

Index: Work Elements

cc: C & T Division Staff
J. Polasek
M. DeLong
M. Van Port Fleet
J. Reincke
J. Culp
B. O'Brien
P. Collins
C. Rademacher
P. Sebenick
G. Moore
K. Reincke
T. Fudaly, FHWA
ACEC
APAM
CRAM
MAA
MCA
MCPA
MITA
MML

February 27, 2008

Mr. Bill Smith
123 Any Street
Anywhere, Michigan 48888

Dear Mr. Smith:

Subject: Engineering Technician Position at the Bay City Transportation Service Center

The Michigan Department of Transportation (MDOT) is please to have selected you as the candidate for the Engineering Technician position at the Bay City Transportation Service Center (TSC). In order to determine your starting level and pay rate, we are requesting that you provide additional information on your prior work experience.

There are three things that MDOT is requesting to assist in making the determination of your starting grade and pay scale:

1. Please review in its entirety the enclosed document "Work Element Plan for Engineering Technicians". Next, go to the sections "Work Elements Descriptions" (starting on page 18) for Level 8, Level 9, Level 10, and Level 11; and mark **all** the work elements that you feel you satisfactorily meet, based on your past work experience.
2. Once you have marked all the elements that you feel you have sufficient experience to obtain, use enclosed form #0074, Engineering Technician Work Element Certification Form to indicate your work experience to perform this work element. The write-up should contain, at a minimum, the amount of experience, some of the key project(s) that you performed the work element, and the name of the company(s) you were working for at the time you were working on those project(s). Use one form per work element. If more space is needed, you may attach a separate sheet for that work element.
3. When you submit this paperwork back to MDOT, please include a copy of your most recent pay stub that reflects your current rate of pay with your current employer.

Please return all paper work to me at the Bay City TSC by March 7, 2008.

If you have any questions, you may contact me at 989-671-1535 extension 304 (office) or 989-233-0633 (cell).

Sincerely,

Louis J. Taylor, PE
Delivery Engineer
Bay City Transportation Service Center

Enclosures